

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter II</p> <p style="text-align: center;">Case Opening</p>
	<p style="text-align: center;">Section 1</p> <p style="text-align: center;">Case Opening - Introduction and Checklist</p>

There are many elements to filing a new petition and this introduction is intended to serve as a guide and checklist. Below is a list of each procedure that describes how to electronically open a new case and file each corresponding document.

- ✓ A complete list of filing requirements is contained in the Clerk's Filing Instructions (Local Form CI-1) which can be found on our website at www.flsb.uscourts.gov.
- ✓ All documents must be filed in PDF format, except for the creditor matrix.

ENTER THE FOLLOWING FOR EACH NEW E-FILED CASE.

CRITICAL ISSUE - The petition, creditor matrix, and judge/trustee assignment MUST be completed before filing other documents.

I. PETITION package as one PDF image with bookmarks

[NOTE: The Petition and accompanying Schedules (with declaration), Statement of Financial Affairs, Lists, and Statement of Intention (if applicable), should be filed as a single docket entry.]

II. Upload the Creditor Matrix

III. Assign the Judge and Trustee

IV. File all other documents as applicable:

☐ **CERTIFICATION OF PRE BANKRUPTCY CREDIT COUNSELING**

[Required for all individual debtors] **OR,**

☐ **Certification of Exigent Circumstances Re: Credit Counseling (Waiver), pursuant to 11 U.S.C. § 109(h)(3)(A)**

☐ **CERTIFICATION OF FINANCIAL MANAGEMENT COURSE**

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter II</p> <p style="text-align: center;">Case Opening</p>
	<p style="text-align: center;">Section 1</p> <p style="text-align: center;">Case Opening - Introduction and Checklist</p>

☐ **CHAPTER 11 SMALL BUSINESS - All Financial Documents***

OR,

- ☐ **Chapter 11 Small Business Cash Flow Statement**
- ☐ **Chapter 11 Small Business Balance Sheet**
- ☐ **Chapter 11 Small Business Statement of Operations**
- ☐ **Chapter 11 Small Business Federal Income Tax Returns**

[required financial documents pursuant to 11 U.S.C. §1116(1)] **OR,**

☐ **Chapter 11 Small Business Statement of Unavailability of Documents**

* Each required financial document may be entered separately, or all documents may be entered in a combined PDF event titled **Chapter 11 Small Business - All Financial Documents**.

☐ **CORPORATE OWNERSHIP STATEMENT**

☐ **DISCLOSURE OF DIVISIONAL VENUE**

☐ **DECLARATION RE: ELECTRONIC FILING**

☐ **DISCLOSURE OF COMPENSATION OF ATTORNEY FOR DEBTOR**

☐ **EXPENSES REGARDING FVPS**

☐ **PAYMENT ADVICES**

OR, Other evidence of income received within 60 days before the petition file date

OR, A signed statement that payment advices are not available

☐ **PAYROLL AND SALES TAX REPORTS**

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1 Case Opening - Introduction and Checklist

☐ **PLANS - ALL CHAPTERS**

Also, **CHAPTER 11 DISCLOSURE STATEMENT** is referenced in this procedure.

☐ **STATEMENT OF CURRENT MONTHLY INCOME:**

1. **STATEMENT OF CURRENT MONTHLY INCOME AND MEANS TEST CALCULATION** (Official Form B22A, Chapter 7)
2. **STATEMENT OF CURRENT MONTHLY INCOME** (Official Form B22B, Chapter 11)
3. **STATEMENT OF CURRENTLY MONTHLY INCOME AND DISPOSABLE INCOME CALCULATION** (Official Form B22C, Chapter 13)

☐ **STATEMENT OF SOCIAL SECURITY NUMBER**

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter II</p> <p style="text-align: center;">Case Opening</p>
	<p style="text-align: center;">Section 1.1</p> <p style="text-align: center;">Petition - Case Opening</p>

I. **File Petition (and related documents).**

STEP 1 Select **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display. Click **Open BK Case**.

- ◆ Accept the default “**bk**” case - this cannot be changed. Tab to the next field.
- ◆ The date filed will default to a current date.
- ◆ Select the chapter. The system defaults to **Chapter 7** but it can be changed by typing in the desired chapter or by clicking on the drop down arrow.
- ◆ Answer whether the petition is being filed as an individual or as a joint petition. Select the default “**n**” if individual or change to “**y**” if there is a joint debtor.
- ◆ Accept the default “**n**” for ALL cases at the Deficiencies field. If applicable, the clerk's office will electronically issue deficiency notice(s) (see IMPORTANT INFORMATION at the end of the procedure). Click **Next**.

STEP 3 **Searching for a party** - Each debtor and joint debtor's name must be searched to determine if they already appear in the database even if page two of the petition indicates no prior case.

- ◆ Search by entering the social security number, tax identification number, last name of debtor, or company name of the debtor. **NOTE** - *All parties are matched to the same database, including debtors, joint debtors, plaintiffs, defendants, and aka's of party names (some will appear without an address and/or redacted social security number or tax id number).*

Helpful Search Hints:

- ◆ Name searches are NOT case sensitive, and wild cards like “ * ” are NOT used.
- ◆ Include correct punctuation, e.g., “O'Brien”, “Fisher & Smith Corp.” or “555-66-7777.”

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter II</p> <p align="center">Case Opening</p>
	<p align="center">Section 1.1</p> <p align="center">Petition - Case Opening</p>

- ◆ Partial name entries will yield a greater match probability; e.g., searching "McD" will include the names "McDonald" and "McDaniels" and also businesses such as "McDewey Contractors, Inc." "Mc Davis" will not be included due to the space between the "c" and "D."
- ◆ Try alternative search clues if your first search was not successful.

For example, when "Smith" is searched in the example below, the following selections might appear in Party Search Results. Click on the closest matching name and a pop-up screen will appear. Repeat as needed for other possible matches OR use other search criteria such as a social security number.

NOTE - You may have to click on more than one potential match.

The screenshot displays the 'Search for a party' interface. It includes input fields for 'SSN' and 'Last/Business name', a 'Search' button, and a 'Clear' button. Below these is a 'Party search results' section with a list box containing several names: 'Smith, Bettina', 'Smith, Betty' (highlighted), 'Smith, Betty Z.', 'Smith, Bobbie', 'Smith, Crystal S.', and 'Smith, Daniel'. At the bottom of the search area are buttons for 'Select name from list' and 'Create new party'.

A pop-up window titled 'Person Address - Microsoft Internet Explorer' is overlaid on the right side. It contains the following information:

- Betty Smith
- SSN: xxx-xx-8595
- 1254 NW 12 Ave
- Miami, FL 33122
- usa
- County: Miami-Dade

- ◆ If information in the pop-up screen matches the desired party, click **Select Name from List**.
- ◆ If no matching information appears, click **Create New Party**.

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter II</p> <p align="center">Case Opening</p>
	<p align="center">Section 1.1</p> <p align="center">Petition - Case Opening</p>

STEP 4 The **Party Information** screen will display.

In our example below, the debtor is not a party in the database and must be added. Click **Create new party**. Enter the debtor information as it appears on the petition.

Party Information

Last name First name

Middle name Generation Title

SSN Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

Party text

Alias... Review... Add all aliases before clicking the Submit button.

Submit Cancel Clear

- ◆ Accept the **ProSe** default of **No**. This indicates the debtor is represented by an attorney. Changing to **Yes** would indicate no representation.
- ◆ The debtor is the filer of the petition. Accordingly, change the Role to **Debtor**. Similarly, party information for a joint debtor must be changed to "Joint Debtor."
- ◆ Click **Alias** to add up to five aliases. Next, click **Add Aliases**, which will return the user to the **Party Information** screen. When completed, click **Submit**.

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p>Chapter II</p> <p style="text-align: center;">Case Opening</p>
	<p>Section 1.1</p> <p style="text-align: center;">Petition - Case Opening</p>

Some key Style Guide standards are listed below to illustrate data entry standards:

- Enter name fields as they appear on the petition. Do not abbreviate unless the name appears on the petition this way. For example; "ABC Corporation" should not be entered as "ABC Corp." unless the petition uses the abbreviated name. Use correct punctuation.
- Enter Generation as applicable; e.g., Jr., Sr., III, etc.
- Enter Title as applicable; e.g., MD, PhD, etc. Do not use Mr., Mrs. or Miss.
- The Office field may be used to indicate the office name of a business debtor (this field is used infrequently).
- Three (3) address lines are available. Enter the debtor's mailing address, which may be different from the debtor's street address on line 1.
- The County is the county of the debtor's street address, not the mailing address. *HINT - Type the first letter of the county and press the key repeatedly for a faster search.*
- There is no need to enter the country unless the country of the debtor's residence is not the United States.
- **CRITICAL ISSUE - The Role of the filer defaults to "blank" and must be changed. When entering petitions, change to "Debtor" or "Joint Debtor."**
- The Party Text field may be used to add additional descriptive nature to a business debtor's name. For example, the debtor's name may appear "Hotel Credit Insurers" and the Party Text field may be, "a division of United Insurance Corporation".

STEP 5 The **Open New Bankruptcy Case** screen will display the divisional venue. Click **Next**.

- ◆ The **Search for a party (joint debtor)** screen will display *if filing a joint case* (see STEP 3). Click **Next**.

CRITICAL ISSUE - After searching and completing the joint debtor's information, the Role type must be changed to reflect "joint debtor." Failure to properly select this Role type will adversely affect automated notices sent by the system, including the joint debtor's notice of discharge.

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter II</p> <p style="text-align: center;">Case Opening</p>
	<p style="text-align: center;">Section 1.1</p> <p style="text-align: center;">Petition - Case Opening</p>

STEP 6 **Enter statistical data** - All data must match the first page of the petition. Read the instructions and make any changes to the defaults by clicking/unclicking check boxes or by changing items appearing in the drop down lists.

- ◆ Regarding **Fee status**, the default is **Paid**.
 - ▶ If changing to **Installments**, ensure that an *Application to Pay Filing Fee in Installments* is immediately filed.
 - ▶ Do not use **Fee Not Paid** (this function is reserved).
 - ▶ If changing to **IFP Filing Fee Waived**, ensure that a *Motion for Waiver of Chapter 7 Filing Fee* is immediately filed.
- ◆ When all entries are completed, click **Next**.

STEP 7 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**.

Accept this default unless your PDF document exceeds 50 pages of scanned pages or 3.0 mega bytes of data. If so, it must be broken down into smaller files. Refer to “**Unusually large pdf files**” in Chapter I, Section 7 *Attachments to Documents* for instructions on how to upload these documents.

CRITICAL ISSUE - The image **MUST** be viewed before attaching it to ensure that it is the correct document.

Items to keep in mind when attaching PDF documents:

- ◆ The file being uploaded **MUST** be a PDF file. No other format is accepted.
- ◆ Some documents may not be combined with the petition. Reference the first page of this procedure for instructions.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.1 Petition - Case Opening

- ◆ Ensure that bookmarks are created for Schedules, Lists and the Statement of Financial Affairs. Refer to Chapter I, Section 4 *General PDF Instructions-All versions of Acrobat* on how to create bookmarks.

STEP 8A *If entering a Chapter 7 petition, the **Presumption of Abuse Arises**: screen will appear.*

- ◆ For Chapter 7 cases, this information is captured in the upper right corner of the **Statement of Current Monthly Income and Means Test Calculation** form (Official Form B22A). Click the **Yes** or **No** radio button to match the information contained on this form.
- ◆ If Official Form B22A is not being filed, click **Unknown**.
- ◆ **CRITICAL ISSUE - THIS INFORMATION APPEARS ON THE MEETING OF CREDITORS NOTICE THAT IS IMMEDIATELY SERVED UPON ALL PARTIES IN THE CASE.**

Click **Next** at the following screen to continue.

STEP 8B *If entering a Chapter 13 petition, an informational screen will display the Chapter 13 Plan due date and the Government Proof of Claim deadline. Click **Next**.*

STEP 8C *If entering a Chapter 11 petition, an information screen will display the Chapter 11 Plan and Disclosure Statement due dates, and the Government Proof of Claim deadline. Click **Next**.*

STEP 9 The **Fee verification** screen will display.

- ◆ Verify that the correct fee is charged. Any incorrect amount is likely due to an incorrect chapter selection in STEP 2. If incorrect, **abort the transaction by clicking Bankruptcy in the main menu bar and return to Step 1.**
- ◆ If the filing fee is being paid in installments, enter the initial payment.

Click **Next**.

STEP 10 An instructional screen will advise the filer to upload the creditor matrix as the next step, then click on Judge/Trustee Assignment. If other documents are being

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter II</p> <p align="center">Case Opening</p>
	<p align="center">Section 1.1</p> <p align="center">Petition - Case Opening</p>

filed, they must be completed AFTER these two steps. Click **Next**.

STEP 11 The **Docket Text: Modify as Appropriate** screen will display.

<p>Docket Text: Modify as Appropriate.</p> <p>Chapter 7 Voluntary Petition <input type="text"/> . [Fee Amount \$274] (Cradic, Cam)</p>
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◆ In this example, the filing fee is being paid in full.

STEP 12 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Use the browser's back button to return to prior screens if any correction is needed.

<p>Docket Text: Final Text</p> <p>Chapter 7 Voluntary Petition . [Fee Amount \$274] (Cradic, Cam)</p>

To abort the transaction, click Bankruptcy in the main menu bar to return to Step 1. To proceed with uploading creditors and the Judge/Trustee Assignment, click **Next**.

CRITICAL ISSUE - AFTER clicking Next, DO NOT use the browser's back button to navigate through the system. Doing so may result in an additional case number assignment and filing fee.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.1 Petition - Case Opening

STEP 13 The **Summary of current charges** screen will display. Select **Pay Now** to complete this transaction OR select **Continue Filing** to file additional documents. If selecting **Continue Filing**, you will be reminded to pay all fees after each transaction. All additional fee transactions will be added to the total.

- ◆ The example below demonstrates how fees will be paid for filing a new case. Click **Pay Now**.

***** IMPORTANT NOTICE *****		
Do NOT use the browser 'Back' button during the payment process.		

Summary of current charges:		
Date Incurred	Description	Amount
2006-02-09	Voluntary Petition (Chapter 7)(06-10056)	
10:48:56	[misc,volp7a] (274.00)	\$ 274.00
		Total: \$
		274.00
<div style="text-align: center;"> <input type="button" value="Pay Now"/> <input type="button" value="Continue Filing"/> </div>		

- ◆ The **Enter Payment Information** screen will display. Enter the text fields. Items with a red “*” are required. When completed, click **Continue with Plastic Card Payment**.

Step 1: Enter Payment Information		1 2
Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)		
Required fields are indicated with a red asterisk *		
Account Holder Name:	<input type="text" value="Cam Cronic"/>	*
Payment Amount:	\$274.00	
Billing Address:	<input type="text" value="701 Clematis St"/>	*
Billing Address 2:	<input type="text"/>	
City:	<input type="text"/>	
State / Province:	<input type="text"/>	
Zip / Postal Code:	<input type="text" value="33401"/>	
Country:	<input type="text" value="United States"/>	*
Card Type:	<input type="text"/>	*
Card Number:	<input type="text"/>	*
Expiration Date:	<input type="text"/> / <input type="text"/>	*
<small>(Card number value should not contain spaces or dashes)</small>		
Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.		
<div style="text-align: center;"> <input type="button" value="Continue with Plastic Card Payment"/> <input type="button" value="Cancel"/> </div>		

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.1 Petition - Case Opening

- ◆ The **Payment Summary and Authorization** screen will display. Enter a check mark in the **Authorization** box. If a **Confirmation Receipt** is requested enter a valid **email address** (recommended). Click **Make Payment**, or click **Edit** to modify any previously entered user information.

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Cam Cradic Billing Address: 701 Clematis St Billing Address 2: West Palm City: Beach State / Province: FL Zip / Postal Code: 33401 Country: USA	Card Type: Visa Card Number: *****1111 Expiration Date: 6 / 2010	Payment Amount: \$274.00 Transaction Date: 02/09/2006 10:54 and Time: EST

Email Confirmation Receipt
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☒ *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

- ◆ A **Payment Confirmation** screen will display. If desired, print a copy of the transaction receipt by clicking on the underlined hyperlink. When finished, click **Close Window**.

**U.S. Bankruptcy Court
Southern District of Florida**

Thank you. Your transaction in the amount of **\$ 274.00** has been completed.

Please [print a copy of](#) your transaction receipt for future reference. The transaction number is **84665**.

Detail description:
Voluntary Petition (Chapter 7)(06-10056) [misc,volp7a] (274.00)

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.1 Petition - Case Opening

CRITICAL ISSUE - Registered users must pay *ALL* filing fees prior to 3 a.m. the day following the transaction(s). Failure to pay will result in a suspension of the registered user's CM/ECF account except to pay all outstanding fees. When all fees have been paid the account will automatically revert back to an active status.

If a registered user has been "locked out" of ECF due to failure to pay fees and the account is later reactivated, the user must reset the system by logging out and then logging back in again. Doing so will allow the user to continue filing.

STEP 14 Notice of Electronic Filing (frequently referred to as the NEF) - This is the verification that the case has been filed electronically and that a case number has been assigned.

- ◆ Clicking on the [Notice of Bankruptcy Case Filing](#) hypertext link near the top of the document will generate a printable verification of the new case that can be printed or saved. This link will only appear on the Notice of Electronic Filing (NEF) for new cases.
- ◆ The NEF is served upon all case participants authorized to receive electronic service. Click on the [hypertext](#) links to view a docket or pdf image. Doing so will prompts the user for their webPACER login codes.

IMPORTANT INFORMATION

Deficient Petitions - Many documents that complete the filing of a new case require their own docket entry. If documents are eligible for filing at a later date, the clerk's office will identify a filing deadline on a deficiency notice. The attorney will receive this notice by electronic service and the debtor(s) will receive it in paper through the mail. The deficiency must be cured by the deadline on the notice or the case will be dismissed without further order of the court.

The clerk's office may also enter an event on the docket requiring the attorney to re-file any document. This includes PDF images that are missing, incomplete, filed in an incorrect case, or otherwise not filed correctly. All registered users in the case will be contacted via the Notice of Electronic Filing (NEF). Re-filed documents are not backdated. Failure to file documents correctly may result in dismissal of the case.

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter II</p> <p style="text-align: center;">Case Opening</p>
	<p style="text-align: center;">Section 1.2</p> <p style="text-align: center;">Upload the Creditor Matrix</p>

II. Upload Creditor Matrix

A creditor matrix contains creditor names and their mailing addresses. This information is used for noticing and claims information. This process is also included in Chapter II, Section 2, *"Upload a Creditor Matrix"*.

STEP 1 Select **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display. Click **Creditor Maintenance**.

STEP 3 Click **Upload a creditor matrix file**.

- ◆ **NOTE:** The creditor matrix must be in a **.txt (or .scn)** file format before it can be successfully uploaded. This is the only file that must be in a text format, not PDF format.

STEP 4 At Creditor Maintenance, click **Upload a creditor matrix file** to upload a file (or click **Enter individual creditors** to manually upload data - NOT recommended).

- ◆ The following screen confirms the case number. Click **Next**.

STEP 5 **Load Creditor Information** - This screen will verify the case number and provide an example of the required format name; e.g., "**creditor.scn**". This is the same format required by the court prior to accepting electronically filed matrices.

It is helpful to know the number of creditors being filed.

Click **Browse** to locate the creditor matrix file. It is good practice to ALWAYS view the contents of any file prior to uploading it into the system (single-click the filename, right-click with your mouse, then select Open to view). Once opened and viewed, close the screen and you will be returned to the directory of your document. Double-click on the highlighted file or select Open. The document will then populate the **Browse** field and the file is attached. Click **Next**.

Case number 06-10057

Enter name of file and click on Next

Example: c:\creditor.scn

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.2 Upload the Creditor Matrix

STEP 6 **Add Creditor(s)** - This will ask the user to verify the number of creditors being added. Click **Submit**.

Total Creditors Entered 7
<input type="button" value="Submit"/>

STEP 7 The **Creditors Receipt** screen will confirm the number of creditors added into the database.

Case Number	06-10057
Total Creditors Added to Database	7

NOTE: This event will NOT generate a Notice of Electronic Filing, nor will it appear on the case docket.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.3 Assign the Judge and Trustee

III. Assign the Judge and Trustee

This program will automatically assign the judge and trustee, if applicable. In a Chapter 7 case only, it will also provide the Meeting of Creditors' date, time, and meeting location, as well as the Objections to Discharge/Dischargeability deadlines.

- STEP 1 Select **Bankruptcy** from the main menu.
- STEP 2 The **Bankruptcy Events** screen will display. Click **Judge/Trustee Assignment**.
- STEP 3 CM/ECF will automatically display a judge and when applicable, a trustee and Meeting of Creditors information with related deadlines. A confirmation screen will display when completed.

This may take a few minutes...Please be patient. A confirmation screen will appear.					
341 Judge And Trustee					
Case	Case Title	Chapter	341 Meeting	Judge Name	Trustee Name
4-10969	John Smith	7	Meeting of Creditors to be held on 11/20/2004 at 09:30 AM at Room 102, Claude Pepper Federal Bldg. Objections to Discharge/Dischargeability due by 01/19/2005. (Cradic, Cam)	Mark,RobertA	Tabas,Joel

NOTE: All judge and trustee case assignment is random. A party seeking to assign the same judge to related cases must file a Motion for Joint Administration after a case is filed.

The assigned judge/trustee program will automatically assign the following events:

1. Chapter 7 No Asset Case = Judge, Trustee, 341 Meeting date, time, location, and discharge/dischargeability complaint deadlines.
2. Chapter 7 Asset Case = Judge, Trustee, 341 Meeting date, time, location, proof of claim bar date and discharge/dischargeability complaint deadlines (if applicable).
3. Chapter 11 = Judge
4. Chapter 13 = Judge, Trustee
5. Chapter 12 = Judge

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter II</p> <p style="text-align: center;">Case Opening</p>
	<p style="text-align: center;">Section 1.4.1</p> <p style="text-align: center;">Certification of Credit Counseling</p>

IV. **File Certification of Credit Counseling.**

Each Individual debtor (in a joint petition, both spouses must comply) is required to complete a U.S. Trustee approved pre bankruptcy credit counseling course within at least a five day period PRIOR to the file date of a new petition. Failure to meet this requirement will result in dismissal of a case with potential restrictions on refiling. Specific requirements for filing a **Certificate of Exigent Circumstances Re: Credit Counseling (Waiver)** pursuant to 11 U.S.C. § 109(h)(3) are provided in the procedure of the same name.

- ✓ Filing the above titled certificates must not be confused with the requirement for filing Official Form 23, **Debtor's Certification of Instructional Course Counseling Concerning Financial Management**. This certification must filed before a discharge can be entered in a debtor's case. Filing instructions for this requirement are provided in the procedure of the same name.

STEP 1 Select **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display. Click **Other**.

STEP 3 The **Case Number** screen will display.

Enter the complete case number. This field will default to the last case number entered by the registered user. Examples of the case number format are provided by the system. Click **Next**.

STEP 4 **Verify the identity of the case.** If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**

STEP 5 The **Miscellaneous** screen will display. Select **Certification of Budget and Credit Counseling Course**. Use the drop down list to locate and highlight the selection or click on the "c" key repeatedly until the selection appears. Click **Next**.

STEP 6 The **Select Party** screen will display. Select the debtor filing this document. Click **Next**.

CRITICAL ISSUE - Each individual debtor (in a joint petition, both must comply) is required to file their own certification.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.4.1 Certification of Credit Counseling

STEP 7 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 "*Attachments to Documents*" for instructions on how to file attachments. Click **Next**.

CRITICAL ISSUE - The image MUST be viewed before attaching it to ensure that it is the correct document.

STEP 8 At the following screen, click on a radio button to indicate who is filing their certification. In a joint petition, each certification may be uploaded together if "Both" is selected. Click **Next**.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.4.1 Certification of Credit Counseling

STEP 9 The **Docket Text: Modify As Appropriate** screen will display. Do not modify this text. Click **Next**.

Docket Text: Modify as Appropriate. Certification of Budget and Credit Counseling Course by Debtor <input type="text"/> Filed by Debtor Betty Smith . (Cradic, Cam)

- ◆ In this sample, only one debtor is filing a certification. If this were a joint petition, both parties will appear when selected in STEP 6.

STEP 10 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.

Docket Text: Final Text Certification of Budget and Credit Counseling Course by Debtor Filed by Debtor Betty Smith. (Cradic, Cam)
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STEP 11 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter II</p> <p style="text-align: center;">Case Opening</p>
	<p style="text-align: center;">Section 1.4.1.1</p> <p style="text-align: center;">Certificate of Exigent Circumstances Re: Credit Counseling (Waiver)</p>

The court can only allow debtors to complete the credit counseling course **after filing** the petition if **all** of the following conditions are met pursuant to 11 U.S.C. § 109(h)(3).

- 1) The debtor(s) tried to get counseling from an approved agency within at least a five day period before filing and the agency couldn't provide it; AND
- 2) There are exigent (emergency) circumstances that make it necessary for a case to be filed immediately (Important: The court will determine what qualifies as an emergency circumstance);
- 3) The debtor(s) file a certification stating the facts regarding conditions 1) and 2) above with a petition.

This procedure describes instructions on how to file the certification listed in item 3) above.

STEP 1 Select **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display. Click **Other**.

STEP 3 The **Case Number** screen will display.

Enter the complete case number. This field will default to the last case number entered by the registered user. Examples of the case number format are provided by the system. Click **Next**.

STEP 4 **Verify the identity of the case.** If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**

STEP 5 The **Miscellaneous** screen will display. Select **Certificate of Exigent Circumstances Re: Credit Counseling**. Use the drop down list to locate and highlight the selection or click on the "c" key repeatedly until the selection appears. Click **Next**.

STEP 6 The **Select Party** screen will display. Select the debtor filing this document. Click **Next**.

CRITICAL ISSUE - Each individual debtor (in a joint petition, both must comply) is required to file their own certification.

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p align="center">U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter II</p> <p align="center">Case Opening</p>
	<p align="center">Section 1.4.1.1</p> <p align="center">Certificate of Exigent Circumstances Re: Credit Counseling (Waiver)</p>

STEP 7 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 “*Attachments to Documents*” for instructions on how to file attachments. Click **Next**.

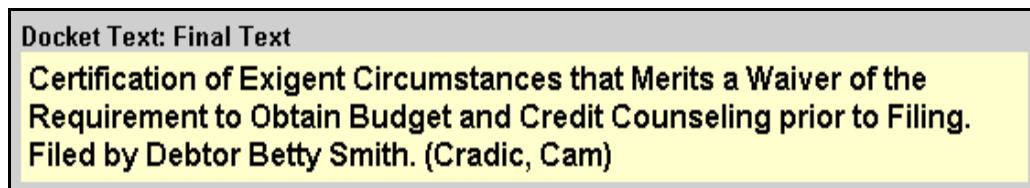
CRITICAL ISSUE - The image **MUST** be viewed before attaching it to ensure that it is the correct document.

STEP 8 The **Docket Text: Modify As Appropriate** screen will display. Do not modify this text. Click **Next**.

- ◆ In this sample, only one debtor is filing a certification. If this were a joint petition, both parties will appear when selected in STEP 6.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.4.1.1 Certificate of Exigent Circumstances Re: Credit Counseling (Waiver)

STEP 10 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.



STEP 11 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter II</p> <p style="text-align: center;">Case Opening</p>
	<p>Section 1.4.2</p> <p>Certification of Financial Management Course</p>

IV. File Certification of Financial Management Course.

Each Individual debtor (in a joint petition, both spouses must comply) is required to file Official Form 23, Debtor's Certification of Completion of Instructional Course Concerning Financial Management" or a discharge will not entered.

- STEP 1 Select **Bankruptcy** from the main menu.
- STEP 2 The **Bankruptcy Events** screen will display. Click **Other**.
- STEP 3 The **Case Number** screen will display.
- Enter the complete case number.** This field will default to the last case number entered by the registered user. Examples of the case number format are provided by the system. Click **Next**.
- STEP 4 **Verify the identity of the case.** If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**
- STEP 5 The **Miscellaneous** screen will display. Select **Certification of Financial Management Course**. Use the drop down list to locate and highlight the selection or click on the "c" key repeatedly until the selection appears. Click **Next**.
- STEP 6 The **Select Party** screen will display. Select the debtor filing this document. Click **Next**.
- CRITICAL ISSUE - Each individual debtor (in a joint petition, both must comply) is required to file their own certification.**
- STEP 7 The **PDF Document Selection** screen will display.
- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
 - ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.4.2 Certification of Financial Management Course

NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 *“Attachments to Documents”* for instructions on how to file attachments. Click **Next**.

CRITICAL ISSUE - The image MUST be viewed before attaching it to ensure that it is the correct document.

STEP 8 At the following screen, click on a radio button to indicate who is filing their certification. In a joint petition, each certification may be uploaded together if “Both” is selected. Click **Next**.

STEP 9 The **Docket Text: Modify As Appropriate** screen will display. Do not modify this text. Click **Next**.

- ◆ In this sample, only one debtor is filing a certification. If this were a joint petition, both parties will appear when selected in STEP 6.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.4.2 Certification of Financial Management Course

STEP 10 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.

Docket Text: Final Text

Certification of Completion of Instructional Course Concerning Personal Financial Management by Debtor ONLY Filed by Debtor Betty Smith. (Cradic, Cam)

STEP 11 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.4.3 Chapter 11 Small Business (required financial documents)

IV. **File Chapter 11 Small Business** (required financial documents)

Each required financial document may be entered separately, or all documents may be entered in a combined PDF event titled **Chapter 11 Small Business - All Financial Documents** (recommended).

- ☐ **CHAPTER 11 SMALL BUSINESS - All Financial Documents**, OR,
- ☐ Chapter 11 Small Business Cash Flow Statement
- ☐ Chapter 11 Small Business Balance Sheet
- ☐ Chapter 11 Small Business Statement of Operations
- ☐ Chapter 11 Small Business Federal Income Tax Returns, OR,
- ☐ Chapter 11 Small Business Statement of Unavailability of Documents

STEP 1 Select **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display. Click **Other**.

STEP 3 The **Case Number** screen will display.

Enter the complete case number. This field will default to the last case number entered by the registered user. Examples of the case number format are provided by the system. Click **Next**.

STEP 4 **Verify the identity of the case.** If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**

STEP 5 The **Miscellaneous** screen will display. For our sample, we will upload all financial documents as a single PDF entry using the event **Chapter 11 Small Business - All Financial Documents**. Use the drop down list to locate and highlight the selection or click on the "c" key repeatedly until the selection appears. Click **Next**.

- ◆ All of the Chapter 11 Small Business financial events are titled so that they appear in the database next to each other. Each transaction is identical. For your further convenience, a single docket event was created to group all of these events into one transaction (our sample event). Using this group event instead of separate entries will save time.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.4.3 Chapter 11 Small Business (required financial documents)

STEP 6 The **Select Party** screen will display. Select the debtor filing this document. Click **Next**.

STEP 6a If using the grouped event like our sample, the following screen will ask for confirmation that all required financial documents are being filed.

ATTENTION: This Event is to be Used ONLY if ALL of the Following are Contained in ONE pdf File:

Cash Flow Statement

Balance Sheet

Statement of Operations

Federal Income Tax Return

If ANY of the Above Items are Not Included in This pdf File, Abort This Entry and Docket Each Item Separately, Using Their Individual Events.

Next Clear

- ◆ This grouped event cannot be used if any of the above four items is missing.
- ◆ Use the event **Chapter 11 Small Business Statement of Unavailability of Documents** to identify any missing item(s).

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.4.3 Chapter 11 Small Business (required financial documents)

STEP 7 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 “*Attachments to Documents*” for instructions on how to file attachments. Click **Next**.

CRITICAL ISSUE - The image **MUST** be viewed before attaching it to ensure that it is the correct document.

STEP 8 At the following screen, click **Next**.

STEP 9 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.

- ◆ Note that ALL four required documents are listed in the docket text.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.4.3 Chapter 11 Small Business (required financial documents)

STEP 10 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter II</p> <p style="text-align: center;">Case Opening</p>
	<p style="text-align: center;">Section 1.4.4</p> <p style="text-align: center;">Corporate Ownership Statement</p>

IV. File Corporate Ownership Statement.

STEP 1 Select **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display. Click **Other..**

STEP 3 The **Case Number** screen will display.

Enter the complete case number. This field will default to the last case number entered by the registered user. Examples of the case number format are provided by the system. Click **Next**.

STEP 4 **Verify the identity of the case.** If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**

STEP 5 The **Miscellaneous** screen will display. Select **Corporate Ownership Statement**. Use the drop down list to locate the selection, or click on the "c" key repeatedly until the selection appears. Click **Next**.

STEP 6 The **Select Party** screen will display. Select the debtor filing this document. Click **Next**.

STEP 7 The **PDF Document Selection** screen will display.

◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.

◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 "*Attachments to Documents*" for instructions on how to file attachments. Click **Next**.

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter II</p> <p align="center">Case Opening</p>
	<p align="center">Section 1.4.4</p> <p align="center">Corporate Ownership Statement</p>

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

CRITICAL ISSUE - The image **MUST** be viewed before attaching it to ensure that it is the correct document.

STEP 8 Click **Next** at the following confirmation screen.

STEP 9 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.

Docket Text: Final Text

Corporate Ownership Statement Filed by Debtor ABC Corp.. (Cradic, Cam)

Attention!! Submitting this screen commits this transaction. You will have **NO** further opportunity to modify this submission if you continue.

STEP 10 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter II</p> <p style="text-align: center;">Case Opening</p>
	<p style="text-align: center;">Section 1.4.5</p> <p style="text-align: center;">Declaration of Divisional Venue</p>

IV. File Declaration of Divisional Venue.

Cases in this district are assigned divisional venue based upon the address entered during the case opening process. File a Declaration of Divisional Venue to support a request to change the standard venue assignment.

- STEP 1 Select **Bankruptcy** from the main menu.
- STEP 2 The **Bankruptcy Events** screen will display. Click **Other**.
- STEP 3 The **Case Number** screen will display.
- Enter the complete case number.** This field will default to the last case number entered by the registered user. Examples of the case number format are provided by the system. Click **Next**.
- STEP 4 **Verify the identity of the case.** If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**
- STEP 5 The **Miscellaneous** screen will display. Select **Declaration of Divisional Venue**. Use the drop down list to locate and highlight the selection or click on the "d" key repeatedly until the selection appears. Click **Next**.
- STEP 6 The **Select Party** screen will display. Select the debtor filing this document. Click **Next**.
- CRITICAL ISSUE - Each individual debtor (in a joint petition, both must comply) is required to file their own certification.**
- STEP 7 The **PDF Document Selection** screen will display.
- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
 - ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.4.5 Declaration of Divisional Venue

NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 *“Attachments to Documents”* for instructions on how to file attachments. Click **Next**.

CRITICAL ISSUE - The image **MUST** be viewed before attaching it to ensure that it is the correct document.

STEP 8 The **Docket Text: Modify As Appropriate** screen will display. Do not modify this text. Click **Next**.

STEP 9 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.

STEP 10 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.4.6 Declaration Re: Electronic Filing

IV. **File Declaration Re: Electronic Filing (required with ALL new cases).**

Registered users must file the local form "Declaration Under Penalty of Perjury to Accompany Petitions, Schedules and Statements Filed Electronically" ("Declaration") with each initial petition or amended petition. Further, it must be submitted with each electronically filed initial or amended schedule and statement of financial affairs not included with the initial petition unless these documents contain an imaged signature of the debtor. Failure to file this form will result in dismissal of the case.

- STEP 1 Select **Bankruptcy** from the main menu.
- STEP 2 The **Bankruptcy Events** screen will display.
- Click **Attorney-Filed Documents**.
- STEP 3 The **Case Number** screen will display.
- Enter the complete case number. This field will default to the last case number entered by the registered user. Click **Next**.
- STEP 4 **Verify the identity of the case.** Click **Next**. If the case number is incorrect, use the browser's back button to return to the prior screen
- STEP 5 The **File an Attorney Filed Document** screen will display. Select **Declaration Re: Electronic Filing**. Use the drop down list to locate the title or click on the "d" key repeatedly until the selection appears. Click **Next**.
- STEP 6 The **PDF Document Selection** screen will display.
- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
 - ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.
- NOTE:** If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 "*Attachments to Documents*" for instructions on how to file attachments. Click **Next**.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.4.6 Declaration Re: Electronic Filing

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

CRITICAL ISSUE - The image **MUST** be viewed before attaching it to ensure that it is the correct document.

STEP 7 A docket report will appear requiring the filer to link the Declaration to it's corresponding event.

☒ 02/11/2006 [1](#) Chapter 13 Voluntary Petition. [Fee Amount \$189] Chapter 13 Plan due by 2/27/2006. (Cradic, Cam)

In the above sample, the Declaration is linked to the petition.

◆ Click the check box(es) of the corresponding event(s). Click **Next**.

STEP 8 Click **Next** at the following screen.

STEP 9 The **Docket Text: Final Text** screen will display. This is the screen which commits the transaction. Click **Next**.

Docket Text: Final Text

Declaration Under Penalty of Perjury to Accompany Petitions, Schedules and Statements Filed Electronically by Attorney Cam Cradic Esq (Re: [1] Voluntary Petition (Chapter 13) filed by Joint Debtor Debbie Jones, Debtor Bobby Jones). (Cradic, Cam)

In the above sample, the item linked appears in the docket text. When viewing the court docket, the document number is a [hypertext](#) link.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.4.6 Declaration Re: Electronic Filing

STEP 9 Notice of Electronic Filing (frequently referred to as the NEF) - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.4.7 Disclosure of Compensation

IV. File Disclosure of Compensation of Attorney for Debtor

STEP 1 Select **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display. Click **Attorney-Filed Documents**.

STEP 3 The **Case Number** screen will display.

Enter the case number - This field will default to the last case number entered by the registered user. Examples of the case number format are provided by the system. Click **Next**.

STEP 4 **Verify the identity of the case.** If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**

STEP 5 The **File an Attorney Document** screen will display. Select **Disclosure of Compensation**. Use the drop down list to locate the selection or click on the "d" key repeatedly until the selection appears. Click **Next**.

STEP 6 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.

- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 "*Attachments to Documents*" for instructions on how to file attachments.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.4.7 Disclosure of Compensation

CRITICAL ISSUE - The image must be viewed before attaching it to ensure that it is the correct document.

STEP 7 The **Docket Text: Modify As Appropriate** screen will display. **Do not modify this text.** Click **Next**.

Docket Text: Modify as Appropriate.		
<input type="text"/>	Disclosure of Compensation	<input type="text"/> by
Attorney Cam Cradic Esq. (Cradic, Cam)		

STEP 8 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.

Docket Text: Final Text
Disclosure of Compensation by Attorney Cam Cradic Esq. (Cradic, Cam)

STEP 9 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.4.8 Expenses Regarding FVPS

IV. **File Expenses Regarding FVPS (Family Violence Prevention and Services Act).**

Entry of this information as support for Statements of Monthly Income* is commonly referred to as a "private event." The PDF image of the filed document is restricted from public view in the same manner as the Statement of Social Security Number.

* Chapter 7 cases: Statement of Monthly Income and Means Test Calculation, Official Form B22A, Line 36.

* Chapter 13 cases: Statement of Monthly Income and Calculation of Commitment Period and Disposable Income, Form B22C, Line 41.

STEP 1 Select **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display. Click **Other**.

STEP 3 The **Case Number** screen will display.

Enter the complete case number. This field will default to the last case number entered by the registered user. Examples of the case number format are provided by the system. Click **Next**.

STEP 4 **Verify the identity of the case.** If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**

STEP 5 The **Miscellaneous** screen will display. Select **Expenses Regarding FVPS**. Use the drop down list to locate the selection, or click on the "e" key repeatedly until the selection appears. Click **Next**.

STEP 6 The **Select Party** screen will display. Select the debtor filing this document. Click **Next**.

STEP 7 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.4.8 Expenses Regarding FVPS

NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 *“Attachments to Documents”* for instructions on how to file attachments. Click **Next**.

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

CRITICAL ISSUE - The image **MUST** be viewed before attaching it to ensure that it is the correct document.

STEP 8 The **Docket Text: Modify As Appropriate** screen will display. Do not modify this text. Click **Next**.

Docket Text: Modify as Appropriate.

Expenses Regarding Family Violence Protection Services Filed by

Debtor Betty Smith . (Cradic, Cam)

STEP 9 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.

Docket Text: Final Text

Expenses Regarding Family Violence Protection Services Filed by Debtor Betty Smith. (Cradic, Cam)

STEP 10 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.4.9 Payment Advices

IV. File Payment Advices, OR other evidence of income received within 60 days before the petition file date, OR a signed statement that payment advices are not available.

STEP 1 Select **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display. Click **Other**..

STEP 3 The **Case Number** screen will display.

Enter the complete case number. This field will default to the last case number entered by the registered user. Examples of the case number format are provided by the system. Click **Next**.

STEP 4 **Verify the identity of the case.** If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**

STEP 5 The **Miscellaneous** screen will display. Select **Payment Advices**. Use the drop down list to highlight and select or click on the "p" key repeatedly until the selection appears. Click **Next**.

STEP 6 The **Select Party** screen will display. Select the debtor filing this document. Click **Next**.

STEP 7 The **PDF Document Selection** screen will display.

◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.

◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 "*Attachments to Documents*" for instructions on how to file attachments. Click **Next**.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.4.9 Payment Advices

Select the **pdf** document (for example: CA199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

CRITICAL ISSUE - The image **MUST** be viewed before attaching it to ensure that it is the correct document.

STEP 8 The **Docket Text: Modify As Appropriate** screen will display. Do not modify this text. Click **Next**.

Docket Text: Modify as Appropriate.

Payment Advices Filed by Debtor Betty Smith . (Cradic, Cam)

STEP 9 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.

Docket Text: Final Text

Payment Advices Filed by Debtor Betty Smith. (Cradic, Cam)

STEP 10 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter II</p> <p style="text-align: center;">Case Opening</p>
	<p style="text-align: center;">Section 1.4.10</p> <p style="text-align: center;">Payroll/Sales Tax Report(s) (Ch. 11 only)</p>

IV. File Payroll/Sales Tax Report(s).

Chapter 11 debtors, except individual debtors not engaged in business, are required to file within 15 days after filing the petition, a certified report containing financial information regarding payroll and sales taxes using Local Form "Debtor's Notice of Filing Payroll and Sales Tax Reports." Only the original with certificate of service must be filed.

STEP 1 Select **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display. Click **Other**.

STEP 3 The **Case Number** screen will display.

Enter the complete case number. This field will default to the last case number entered by the registered user. Examples of the case number format are provided by the system. Click **Next**.

STEP 4 **Verify the identity of the case.** If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**

STEP 5 The **Miscellaneous** screen will display. Select **Payroll/Sales Tax Report**. Use the drop down list to locate and highlight the selection or click on the "p" key repeatedly until the selection appears. Click **Next**.

STEP 6 The **Select Party** screen will display. Select the debtor filing this document. Click **Next**.

STEP 7 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.4.10 Payroll/Sales Tax Report(s) (Ch. 11 only)

NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 *“Attachments to Documents”* for instructions on how to file attachments. Click **Next**.

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

CRITICAL ISSUE - The image **MUST** be viewed before attaching it to ensure that it is the correct document.

STEP 8 The **Docket Text: Modify As Appropriate** screen will display. Do not modify this text. Click **Next**.

Docket Text: Modify as Appropriate.

Certified Payroll/Sales Tax Report and Certificate of Service

STEP 9 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.

Docket Text: Final Text

Certified Payroll/Sales Tax Report and Certificate of Service Filed by Debtor ABC Corp.. (Cradic, Cam)

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.4.10 Payroll/Sales Tax Report(s) (Ch. 11 only)

STEP 10 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter II</p> <p align="center">Case Opening</p>
	<p align="center">Section 1.4.11</p> <p align="center">Plans (all chapters), and Disclosure Statement in Chapter 11</p>

IV. File Plan (all chapters).

This same procedure applies to filing a Disclosure Statement in a Chapter 11 case.

STEP 1 Select **Bankruptcy** from the main menu.

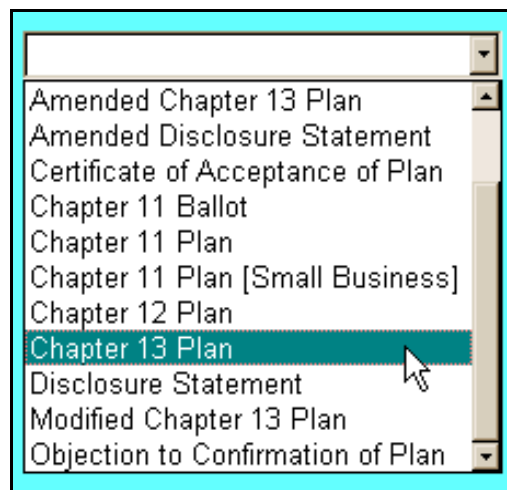
STEP 2 The **Bankruptcy Events** screen will display. Click **Plan**.

STEP 3 The **Case Number** screen will display.

Enter the complete case number. This field will default to the last case number entered by the registered user. Examples of the case number format are provided by the system. Click **Next**.

STEP 4 **Verify the identity of the case.** If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**

STEP 5 The **Select the type of Plan** screen will display. Select the type of plan being filed. Use the drop down list to highlight and select the plan or click on the "c" (for "Chapter xx") key repeatedly until the selection appears. Click **Next**.



◆ **Note:** This category contains Plans for all chapters, as well as the Chapter 11 **Disclosure Statement**.

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p align="center">U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter II</p> <p align="center">Case Opening</p>
	<p align="center">Section 1.4.11</p> <p align="center">Plans (all chapters), and Disclosure Statement in Chapter 11</p>

STEP 6 The **Select Party** screen will display. Select the debtor(s) filing the Plan. To select more than one, hold down the shift key AND mouse-click together to highlight both parties. Click **Next**.

STEP 7 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 *“Attachments to Documents”* for instructions on how to file attachments.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.4.11 Plans (all chapters), and Disclosure Statement in Chapter 11

CRITICAL ISSUE - The image MUST be viewed before attaching it to ensure that it is the correct document.

STEP 8 The **Docket Text: Modify As Appropriate** screen will display. **Do not modify this text.** Click **Next**.

Docket Text: Modify as Appropriate.	
Chapter 13 Plan	Filed by Debtor Bobby Jones , Joint Debtor Debbie Jones (Cradic, Cam)

STEP 9 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.

Docket Text: Final Text
Chapter 13 Plan Filed by Debtor Bobby Jones, Joint Debtor Debbie Jones (Cradic, Cam)

STEP 10 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter II</p> <p style="text-align: center;">Case Opening</p>
	<p>Section 1.4.12</p> <p style="text-align: center;">Statement of Current Monthly Income and Means Test Calculation: Official Form B22A, Ch. 7 individual debtors only</p>

IV. File Statement of Current Monthly Income (Official Form B22A, Chapter 7 individual debtors only).

- STEP 1 Select **Bankruptcy** from the main menu.
- STEP 2 The **Bankruptcy Events** screen will display. Click **Other**.
- STEP 3 The **Case Number** screen will display.
- Enter the complete case number.** This field will default to the last case number entered by the registered user. Examples of the case number format are provided by the system. Click **Next**.
- STEP 4 **Verify the identity of the case.** If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**
- STEP 5 The **Miscellaneous** screen will display. Select **Statement of Current Monthly Income and Means Test Calculation [Ch 7]**. Use the drop down list to locate and highlight the selection or click on the "s" key repeatedly until the selection appears. Click **Next**.
- STEP 6 The **Select Party** screen will display. Select the debtor filing this document. Click **Next**.
- STEP 7 The **PDF Document Selection** screen will display.
- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
 - ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter II</p> <p align="center">Case Opening</p>
	<p>Section 1.4.12</p> <p align="center">Statement of Current Monthly Income and Means Test Calculation: Official Form B22A, Ch. 7 individual debtors only</p>

NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 *“Attachments to Documents”* for instructions on how to file attachments. Click **Next**.

Select the **pdf** document (for example: CA199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

CRITICAL ISSUE - The image MUST be viewed before attaching it to ensure that it is the correct document.

STEP 8

At the following screen, answer the question of whether or not the Presumption of Abuse rises. The default answer is **No**; change to Yes if needed. Click **Next**.

Presumption of Abuse Arises:

☐ Yes

☒ No

- ◆ This information is found at the upper right corner of Official Form B22A, Statement of Current Monthly Income and Means Test Calculation.

<p>Form B22A (Chapter 7) (10/05)</p> <p>In re _____ Debtor(s)</p> <p>Case Number: _____ (If known)</p>	<p>According to the calculations required by this statement:</p> <p><input type="checkbox"/> The presumption arises.</p> <p><input type="checkbox"/> The presumption does not arise.</p> <p>(Check the box as directed in Parts I, III, and VI of this statement.)</p>
<p align="center">STATEMENT OF CURRENT MONTHLY INCOME AND MEANS TEST CALCULATION</p> <p align="center">FOR USE IN CHAPTER 7 ONLY</p> <p>In addition to Schedule I and J, this statement must be completed by every individual Chapter 7 debtor, whether or not filing jointly, whose debts are primarily consumer debts. Joint debtors may complete one statement only.</p>	

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter II</p> <p align="center">Case Opening</p>
	<p>Section 1.4.12</p> <p align="center">Statement of Current Monthly Income and Means Test Calculation: Official Form B22A, Ch. 7 individual debtors only</p>

CRITICAL ISSUE - The presumption of abuse answer appears on the Meeting of Creditors notice immediately served upon all parties in the case.

STEP 9 Click **Next** at the following screen.

STEP 8 The **Docket Text: Modify As Appropriate** screen will display. Do not modify this text. Click **Next**.

Docket Text: Modify as Appropriate.	
<input type="text" value="Statement of Current Monthly Income and Means Test Calculation"/>	
<input type="text" value="Filed by Debtor Betty Smith . (Cradic, Cam)"/>	

STEP 9 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.

Docket Text: Final Text	
Statement of Current Monthly Income and Means Test Calculation Filed by Debtor Betty Smith. (Cradic, Cam)	

STEP 10 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter II</p> <p style="text-align: center;">Case Opening</p>
	<p>Section 1.4.13</p> <p style="text-align: center;">Statement of Current Monthly Income: Official Form B22B, Ch. 11 individual debtors only</p>

IV. File Statement of Current Monthly Income (Official Form B22B, Chapter 11 individual debtors only).

- STEP 1 Select **Bankruptcy** from the main menu.
- STEP 2 The **Bankruptcy Events** screen will display. Click **Other**.
- STEP 3 The **Case Number** screen will display.
- Enter the complete case number.** This field will default to the last case number entered by the registered user. Examples of the case number format are provided by the system. Click **Next**.
- STEP 4 **Verify the identity of the case.** If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**
- STEP 5 The **Miscellaneous** screen will display. Select **Statement of Current Monthly Income [Ch 11]**. Use the drop down list to locate and highlight the selection or click on the "s" key repeatedly until the selection appears. Click **Next**.
- STEP 6 The **Select Party** screen will display. Select the debtor filing this document. Click **Next**.
- STEP 7 The **PDF Document Selection** screen will display.
- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
 - ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.4.13 Statement of Current Monthly Income: Official Form B22B, Ch. 11 individual debtors only

NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 “*Attachments to Documents*” for instructions on how to file attachments. Click **Next**.

Select the **pdf** document (for example: CM199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

CRITICAL ISSUE - The image **MUST** be viewed before attaching it to ensure that it is the correct document.

STEP 8 The **Docket Text: Modify As Appropriate** screen will display. Do not modify this text. Click **Next**.

Docket Text: Modify as Appropriate.

Statement of Current Monthly Income Filed by
Debtor Betty Smith . (Cradic, Cam)

STEP 9 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.

Docket Text: Final Text

Statement of Current Monthly Income Filed by Debtor Betty Smith. (Cradic, Cam)

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.4.13 Statement of Current Monthly Income: Official Form B22B, Ch. 11 individual debtors only

STEP 10 Notice of Electronic Filing (frequently referred to as the NEF) - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter II</p> <p style="text-align: center;">Case Opening</p>
	<p>Section 1.4.14</p> <p style="text-align: center;">Statement of Current Monthly Income and Calculation of Disposable Income: Official Form B22C, Ch. 13 individual debtors only</p>

IV. File Statement of Current Monthly Income and Calculation of Disposable Income (Official Form B22C, Chapter 13 only).

- STEP 1 Select **Bankruptcy** from the main menu.
- STEP 2 The **Bankruptcy Events** screen will display. Click **Other**.
- STEP 3 The **Case Number** screen will display.
- Enter the complete case number.** This field will default to the last case number entered by the registered user. Examples of the case number format are provided by the system. Click **Next**.
- STEP 4 **Verify the identity of the case.** If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**
- STEP 5 The **Miscellaneous** screen will display. Select **Statement of Current Monthly Income and Disposable Income [Ch 13]**. Use the drop down list to locate and highlight the selection or click on the "s" key repeatedly until the selection appears. Click **Next**.
- STEP 6 The **Select Party** screen will display. Select the debtor filing this document. Click **Next**.
- STEP 7 The **PDF Document Selection** screen will display.
- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
 - ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.4.14 Statement of Current Monthly Income and Calculation of Disposable Income: Official Form B22C, Ch. 13 individual debtors only

NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 *“Attachments to Documents”* for instructions on how to file attachments. Click **Next**.

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

CRITICAL ISSUE - The image **MUST** be viewed before attaching it to ensure that it is the correct document.

STEP 8 The **Docket Text: Modify As Appropriate** screen will display. Do not modify this text. Click **Next**.

Docket Text: Modify as Appropriate.

Statement of Current Monthly Income and Disposable Income Calculation

STEP 9 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.

Docket Text: Final Text

Statement of Current Monthly Income and Disposable Income Calculation Filed by Debtor Betty Smith. (Cradic, Cam)

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p>Chapter II</p> <p style="text-align: center;">Case Opening</p>
	<p>Section 1.4.14</p> <p style="text-align: center;">Statement of Current Monthly Income and Calculation of Disposable Income: Official Form B22C, Ch. 13 individual debtors only</p>

STEP 10 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p>Chapter II</p> <p style="text-align: center;">Case Opening</p>
	<p>Section 1.4.15</p> <p style="text-align: center;">Statement of Social Security Number</p>

IV. **File Statement of Social Security Number (for individual debtors)**

In individual debtor cases filed in CM/ECF, the registered user must obtain an original debtor's signature(s) on the paper copy of local form "Statement of Social Security Number(s)." It must be scanned, converted to PDF format, and electronically filed concurrently with the petition as a separate docket entry.

The registered user is responsible for ensuring that the social security number provided on the local form is the same number entered in CM/ECF. Only the last four digits of the redacted number will appear on court records; the actual pdf image uploaded into CM/ECF is restricted from public view. The only document in which the full social security number will appear is on served copies of the Meeting of Creditors notice (served by the clerk's office). Failure to file this form will result in dismissal of the case.

STEP 1 Select **Bankruptcy** from the main menu

STEP 2 The **Bankruptcy Events** screen will display. Click **Other**.

STEP 3 The **Case Number** screen will display.

Enter the complete case number. This field will default to the last case number entered by the registered user. Click **Next**.

STEP 4 **Verify the identity of the case.** If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**.

STEP 5 The **Miscellaneous** screen will display. Select **Statement of Social Security Number(s)**. Use the drop down list to locate and highlight the selection or click on the "s" key repeatedly until the selection appears. Click **Next**.

STEP 6 The **Select the Party** screen will display. Select the party filer, which is the debtor(s). To select more than one, hold down the shift key AND mouse-click together to highlight both parties. Click **Next**.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.4.15 Statement of Social Security Number

STEP 8 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 "*Attachments to Documents*" for instructions on how to file attachments.

CRITICAL ISSUE - The image **MUST** be viewed before attaching it to ensure that it is the correct document.

Step 9 The **Docket Text: Modify as Appropriate** screen will display. There is no need to select from the drop down list of text modifiers for the title of this document. Click **Next**.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.4.15 Statement of Social Security Number

Step 10 The **Docket Text: Final Text** screen will display. This is the screen which commits the transaction. Click **Next**.

Docket Text: Final Text Statement of Debtor(s) Social Security Number(s) [Document Image Available ONLY to Court Users] Filed by Debtor Bobby Jones, Joint Debtor Debbie Jones. (Cradic, Cam)

IN ACCORDANCE WITH PRIVACY GUIDELINES, THE IMAGE CONTAINING THE REDACTED SOCIAL SECURITY NUMBER(S) CAN ONLY BE VIEWED BY COURT STAFF.

STEP 11 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter II</p> <p style="text-align: center;">Procedures</p>
	<p style="text-align: center;">Section 2</p> <p style="text-align: center;">Case Opening: Adversary Cases</p>

If the complaint being filed includes exhibits or attachments, it must be filed as one PDF image and contain bookmarks to identify each document. The local form "Adversary Cover Sheet" must be appended to the complaint's PDF image as an attachment - refer to Chapter I, Section 7, "*Attachments to Documents*" for instructions on how to file attachments.

The Summons and Notice of Pretrial, as well as the Order Setting Filing and Disclosure Requirements, will no longer be local forms submitted by the plaintiff. Instead, the clerk will electronically generate and docket these items upon receipt of the complaint, and serve them on the plaintiff. The plaintiff is required to then serve these documents, together with a copy of the complaint, upon all defendants. The electronic summons generated by the clerk is deemed a valid summons signed, sealed, and issued by the clerk. After service upon each party, the plaintiff must electronically file a Certificate of Service with the clerk [new local form Certificate of Service (LF-40A)].

Trial exhibits will continue to be filed and maintained conventionally (Local Rule 9070-1). They must be pre-marked and bound in a notebook or folder with tabs marking each item, and must be accompanied by an Exhibit Register which substantially conforms to Local Form 49. Any additional statements to the trial exhibits shall be signed under penalty of perjury by the declarant. If requested by the judge, proposed findings of facts and conclusions of law may be submitted to a judge's chambers in a word processing format.

- ✓ Do not include copies of documents already filed with the court. Instead, reference only the document number.
- ✓ A complete list of filing requirements is contained in the Clerk's Filing Instructions (Local Form CI-1) at www.flsb.uscourts.gov.

ENTER THE FOLLOWING FOR EACH NEW E-FILED ADVERSARY PROCEEDING.

I. Complaint package as one PDF image with bookmarks.

[Reminder: The Adversary Cover Sheet is a separate form filed as an attachment to the complaint; reference STEP 13, second bullet.)

II. Corporate Ownership Statement, if applicable pursuant to Local Rule 7003-1(A)(2)

III. Affidavit to Defer Filing Fee, if applicable a trustee may file an affidavit as separate document or include a clearly defined statement at the beginning of page 1 of the complaint

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p>Chapter II</p> <p style="text-align: center;">Procedures</p>
	<p>Section 2</p> <p style="text-align: center;">Case Opening: Adversary Cases</p>

I. File Complaint (and related documents)

Step 1 Select **Adversary** from the main menu.

Step 2 The **Adversary Events** screen will display. Click **Open AP Case**.

- ◆ **Case Type**, accept the default “**ap.**” Tab through the next fields.
- ◆ **Date Filed**, will default to the current date.
- ◆ **Complaint**, accept the default of “**y.**” If filing a document other than a complaint, such as a “Notice of Removal”, select “**n.**” Click **Next**.

STEP 3 The **Open Adversary** screen will display.

- ◆ **Lead case number** - Enter the corresponding bankruptcy case number.
- ◆ **Association type** - Generally, you will accept the default of **Adversary**. If your complaint is to object to discharge or dischargeability of debt(s), use the drop down list to select either 523 Complaint or 727 Complaint. Click **Next**.

*(For this example, the **727 Complaint** is selected to object to discharge.)*

STEP 4 The next screen will confirm divisional venue, judge assignment, and the lead case number. If incorrect, use the browser's back button to return to the prior screen and make any corrections. Click **Next**.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Procedures
	Section 2 Case Opening: Adversary Cases

STEP 5 The **Search for a party** screen will display. Each party's name must be searched to determine if they already appear in the database. Enter the plaintiff first.

- ◆ Search by entering the last name of party or company's name.

(**NOTE** - All parties are matched to the same database, including debtors, joint debtors, plaintiffs, defendants, and aka's of party names (aka's will appear without an address; individual debtors will appear with a redacted social security number).

Helpful Search Hints:

- ◆ Name searches are NOT case sensitive, and wild cards like " * " are NOT used.
- ◆ Include correct punctuation; e.g., "O'Brien", "Fisher & Smith Corp." or "555-66-7777."
- ◆ Partial name entries will yield a greater match probability; e.g., "McD" would include the names "McDonald" and "McDaniels," and businesses such as "McDewey Contractors, Inc." "Mc Davis" will not appear due to the space between the "c" and the "D."
- ◆ Try alternative search clues if your first search was not successful.

For example, when "Smith" is searched in the example below, the following selections might appear in Party Search Results. Click on the closest matching name and a pop-up screen will appear. Repeat as needed for other possible matches OR use other search criteria such as a social security number.

NOTE - You may have to click on more than one potential match.

- ◆ If information in the pop-up screen matches the desired party, click **Select name from list**.
- ◆ If no matching information appears, click **Create new party**.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Procedures
	Section 2 Case Opening: Adversary Cases

For our sample, searching the name of our plaintiff, "Pennyless" yielded only the debtor, Mary Pennyless. Since our sample 727 Complaint is being filed by the relative "Susan Pennyless" who does not appear in the court's database, she must be added. Click **Create new Party**.

STEP 6 The **Party Information** screen will display. Enter the plaintiff information using the address of the attorney as the plaintiff's address.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Procedures
	Section 2 Case Opening: Adversary Cases

Some key Style Guide Standards are listed below to illustrate data entry standards:

- Enter name fields as they appear on the complaint. Do not abbreviate unless the name appears on the complaint this way. For example, "ABC Corporation" should not be entered as "ABC Corp." unless the complaint uses the abbreviated name. Use correct punctuation.
- Enter Generation as applicable; e.g., Jr., Sr., III, etc.
- Enter Title as applicable; e.g., MD, PhD, etc. Do not use Mr., Mrs., Ms. or Miss.
- The Office field may be used to indicate the office name of a business (this field is used infrequently).
- Three (3) address lines are available and must match the party's address.
- The County is the county of the party's street address.
- There is no need to enter the country unless the country of the party's residence is not the United States.
- The **ProSe status** of the party defaults to "n" which means the party is represented by an attorney. If the plaintiff is not represented by an attorney, change this field to "y."
- **CRITICAL ISSUE: The Role type defaults to "blank" and must be changed to "plaintiff" or "defendant."**
- The Party Text field may be used to add additional descriptive nature to a business party name. For example, the plaintiff's name may appear as "Hotel Credit Insurers" and the Party Text field may be, "a division of United Insurance Corporation".
- When completed, click **Attorney** to associate an attorney with the plaintiff and proceed to STEP 7. If the plaintiff is pro se or the party is the defendant, click **Submit** to proceed without adding an attorney.

In our sample, the plaintiff is represented by an attorney. Click **Attorney** to proceed.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II
	Procedures
	Section 2
	Case Opening: Adversary Cases

STEP 7 The **Search for an attorney** screen will display. Steps are the same as searching for a party. In the example below, the attorney is already in the court's database with the same address entered in STEP 6.

Search for an attorney

Bar Id

Last name

Attorney search results

- Cradic, Cam
- Cradic, Cameron Test 082004

Person Address - Microsoft Internet Explorer

Cam Cradic, Esq
Bar Id: 123
701 Clematis St
West Palm Beach, FL 33401

Click **Select name from list**. The following attorney screen will display.

Attorney Information (Party Pennyless, Susan)

Cam Cradic Esq Bar Id:123 Bar Status:Active

Office Address 1

Address 2 Address 3

City State

Zip Country

Phone Fax

E-mail Lead attorney

Click the Add attorney or Cancel attorney button to return to the Party screen and add other attorneys, add aliases, or submit all information for this party.

Click **Add Attorney**.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Procedures
	Section 2 Case Opening: Adversary Cases

HELPFUL HINT - The party which this attorney represents will be identified at the top of the screen as "(Party Pennyless, Susan)."

STEP 8 After adding the attorney, you will return to the Party Information Screen.

Click **Review** in the Party Information screen to verify the association between the plaintiff and their attorney, if applicable. In the example below, the party information is correct.

Review attorneys and aliases
Susan Pennyless
Uncheck to remove from list

Attorneys added:
☒ Cradic, Cam Esq
701 Clematis St
West Palm Beach, FL 33401

Aliases added:
None added.

Return to Party screen Clear

Click **Return to Party screen** when finished viewing. Doing so will return the user to the Party Information screen.

STEP 9 At the **Party Information Screen**, the plaintiff's information is now completed. Click **Submit**.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Procedures
	Section 2 Case Opening: Adversary Cases

STEP 10 Another **Search for a party** screen will appear.

Return to STEP 5 and repeat until each plaintiff and defendant is added to the database.

Regarding defendants:

- ◆ Do not add an address for the defendant. It is added when the defendant files an answer (or other responsive pleading). If the party is already in the database, accept them if the address is correct.

HELPFUL HINT - A defendant debtor is always in the database.

- ◆ Do not add an attorney for the defendant even if the defendant is represented by counsel in the lead case.
- ◆ The **ProSe status** of the party defaults to “n” which means the party is represented by an attorney. For defendants, this must be changed to “y.” This may change when an answer is filed.
- ◆ **REMINDER OF CRITICAL ISSUE: The Role type defaults to “blank” and must be changed to “plaintiff” or “defendant” for each party.**

When all parties are added to the case, click **End party selection**.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Procedures
	Section 2 Case Opening: Adversary Cases

STEP 11 The following prompt will display. "Is the complaint being filed by the trustee?"

- ◆ Answer by selecting **Yes** or **No** from the drop down list.
 - ▶ If clicking on **Yes**, and then **Next**, another screen will ask, "Is the filing fee accompanying the complaint or is it being deferred?". If clicking on **Deferred**, and then **Next**, the system will display a reminder for the trustee to also docket an Affidavit to Defer Filing Fee immediately after filing the complaint.
 - ▶ If selecting the default of **No**, and then **Next**, another screen will ask, "Is the complaint being filed by the US Government, US Trustee, or is the debtor otherwise exempt from paying the filing fee (as applicable)?" Click **Yes** or **No** to answer the question, then click **Next** to continue.

STEP 12 The **Statistical Data** information screen will display. All data must match the adversary cover sheet. Use the drop down lists to highlight and identify your selections. **Nature of suit** will already be selected for our sample.

Party code
Nature of suit
Origin
Transfer date
Rule 23 (class action)
Jury demand
Demand (\$000)

- ◆ **Party code** - Indicate whether the United States is a plaintiff, defendant, or not a party to the action.
- ◆ **Nature of suit** - Only one selection may be made. If more than one nature is identified on the Adversary Cover Sheet and Complaint, and one of those selections is an Objection to Discharge, select only "424 (Obj/Revocation of Discharge (727))."
- ◆ **Origin** - Indicate the origin of the proceeding.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Procedures
	Section 2 Case Opening: Adversary Cases

- ◆ **Transfer Date** - Accept the blank default unless the answer to Origin was "Transferred." Otherwise, enter a transfer date.
- ◆ **Rule 23** - Accept the default of "n" unless the complaint is a class action suit.
- ◆ **Jury demand** - Accept the default of "None" unless a jury trial is requested.
- ◆ **Demand (\$000)** - Enter the amount to the nearest thousand dollars; e.g., \$10,000 will be entered as "10". If there is no amount demanded in the complaint, accept the blank default.

Click **Next**.

STEP 13 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located.

Verify that you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.

- ◆ The **Attachments to Document** option defaults to **No**.

CRITICAL ISSUE: Change the default to "Yes".

This is how the Adversary Cover Sheet is appended to the complaint. Refer to Chapter I, Section 7, "*Attachments to Documents*" for instructions on how to file attachments. Click **Next**.

NOTE: If your PDF document exceeds 3.0 mega bytes or 50 pages it must be broken down into smaller files. Refer to Chapter I, Section 7 "*Attachments to Documents*" for instructions on how to file attachments.

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter II</p> <p align="center">Procedures</p>
	<p align="center">Section 2</p> <p align="center">Case Opening: Adversary Cases</p>

Attention: Scan Adversary Cover Sheet as an Attachment to the Complaint (by clicking **yes button below).**

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

G:\CM-ECF Implementation\CM-ECF Com Browse...

Attachments to Document: ☐ No ☒ Yes

Next

Clear

REMINDER OF CRITICAL ISSUE - The image MUST be viewed before attaching it to ensure that it is the correct document. Failure to attach the correct pdf document may result in the complaint being dismissed.

Click **Next**.

STEP 14 The **Select one or more attachments** screen will display. This screen will allow the user to append the Adversary Cover Sheet to the complaint as an attachment.

There are THREE steps to adding attachments.

- ◆ At **1)**, click **Browse** to locate, view and upload the Adversary Cover Sheet PDF image. A **Filename** must appear in the text box to continue.
- ◆ At **2)**, highlight and select from the drop down list the **Adversary Cover Sheet** description (no entry in **Description** is needed if selected).
- ◆ At **3)**, Click **Add to List**. The filename from "1)" will drop down to "3)" to confirm that the image is properly uploaded.

NOTE - If the complaint was a large file and was broken down into multiple images, repeat STEP 14 as needed (reference the Attachments procedures for instructions on naming the multiple images).

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Procedures
	Section 2 Case Opening: Adversary Cases

- ◆ To delete any improperly uploaded image, highlight the item and click **Remove from list.**

Click **Next.**

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) Select a document type and/or enter a description.

Type	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Filenames appear in "3)", and our sample is clearly titled as an Adversary Cover Sheet on a complaint objecting to discharge.

STEP 15 The **Fee verification** screen will display. Click **Next.**

STEP 16 The **Docket Text: Modify as Appropriate** screen will display. No additional entry is required.

Docket Text: Modify as Appropriate.

Complaint by Susan Pennyless against Mary Pennyless .

Nature of Suit: 424 (Obj/Revocation Discharge 727)

(Attachments: # (1) Complaint Cover Sheet) (Cradic, Cam)

Use the browser's back button to return to prior screens if any correction is needed. Note that PDF image filenames are NOT saved when navigating with internet browser buttons. Click **Next.**

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Procedures
	Section 2 Case Opening: Adversary Cases

- STEP 17 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.

Docket Text: Final Text

Complaint by Susan Pennyless against Mary Pennyless. Nature of Suit: 424 (Obj/Revocation Discharge 727) (Attachments: # (1) Complaint Cover Sheet) (Cradic, Cam)

To abort this transaction, click **Adversary** in the main menu bar to return to STEP 1.

CRITICAL ISSUE - After clicking Next, DO NOT use the browser's back button to navigate through the system. Doing so may result in an additional case number assignment and filing fee.

- STEP 18 The **Summary of current charges** screen will display. Select **Pay Now** to complete this transaction OR select **Continue Filing** to file additional documents. If selecting **Continue Filing**, you will be reminded to pay all fees after each transaction. Any additional fee transactions will be added.

- ♦ The example below demonstrates how fees will be paid for filing a new case. Click **Pay Now**.

***** IMPORTANT NOTICE *****		
Do NOT use the browser 'Back' button during the payment process.		

Summary of current charges:		
Date Incurred	Description	Amount
2006-02-20 11:30:02	Complaint(06-01007) [cmp,cmp] (250.00)	\$ 250.00
		Total: \$ 250.00
<div style="text-align: center;"> <input type="button" value="Pay Now"/> <input type="button" value="Continue Filing"/> </div>		

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter II</p> <p style="text-align: center;">Procedures</p>
	<p style="text-align: center;">Section 2</p> <p style="text-align: center;">Case Opening: Adversary Cases</p>

- ◆ The **Step 1: Enter Payment Information** screen will display. Enter the text fields as needed. Items with a red “*” are required, but the user should also complete the **City** and **State** fields.

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: Cam Cradic *

Payment Amount: \$250.00

Billing Address: 701 Clematis St *

Billing Address 2:

City:

State / Province:

Zip / Postal Code: 33401

Country: United States *

Card Type: *

Card Number: * (Card number value should not contain spaces or dashes)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Continue with Plastic Card Payment Cancel

Click **Continue with Plastic Card Payment**.

- ◆ The **Payment Summary and Authorization** screen will display. Enter a check mark in the **Authorization** box. If a **Confirmation Receipt** is requested enter a valid **email address** (recommended). Click **Submit Payment**, or click **Cancel** to modify any previously entered information.

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Cam Cradic Billing Address: 701 Clematis St Billing Address 2: City: West Palm City: Beach State / Province: FL Zip / Postal Code: 33401 Country: USA	Card Type: Visa Card Number: *****1111 Expiration Date: 4 / 2012	Payment Amount: \$250.00 Transaction Date: 02/20/2006 11:35 and Time: EST

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address: cameron_cradic@flsb.uscourts.gov

Confirm Email Address: cameron_cradic@flsb.uscourts.gov

Authorization and Disclosure

Required fields are indicated with a red asterisk *

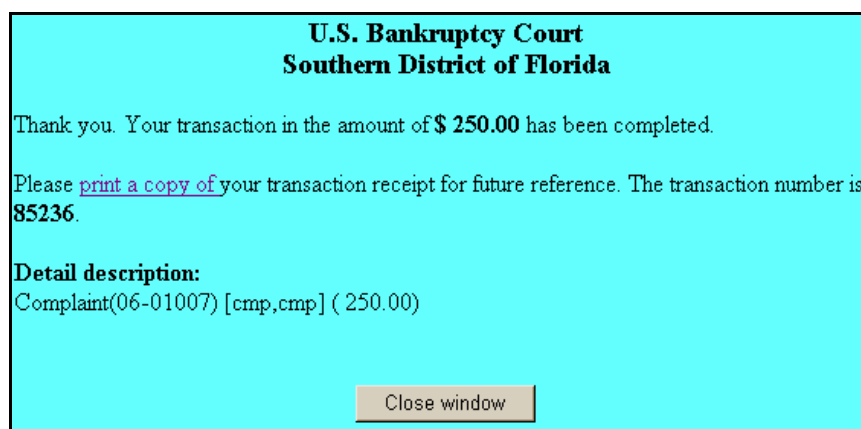
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☒ *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Submit Payment Cancel

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Procedures
	Section 2 Case Opening: Adversary Cases

- ◆ The **Payment Confirmation** screen will display. If desired, print a copy of the transaction receipt by clicking on the hyperlink located within the pop-up message. When finished, click **Close Window**.



CRITICAL ISSUE - Registered users must pay ALL filing fees prior to 3 a.m. the day following the transaction(s). Failure to pay will result in a suspension of the registered user's CM/ECF account except to pay all outstanding fees. When all fees have been paid the account will automatically revert back to an active status.

If a registered user has been "locked out" of ECF due to failure to pay fees and the account is later reactivated, the user must reset the system by logging out and then logging back in again. Doing so will allow the user to continue filing.

STEP 19 Notice of Electronic Filing (frequently referred to as the NEF) - This is the verification that the case has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p>Chapter II</p> <p style="text-align: center;">Procedures</p>
	<p>Section 2</p> <p style="text-align: center;">Case Opening: Adversary Cases</p>

IMPORTANT INFORMATION:

Deficient Complaints - If any of the required documents or fees are missing or were filed incomplete, the clerk's office will issue a notice advising of the deadline to cure the deficiency. The attorney will receive this notice by electronic service and the plaintiff will receive it in paper through the mail. The deficiency must be cured by the established deadline or the adversary proceeding will be dismissed without further order of the court.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Procedures
	Section 2 Case Opening: Adversary Cases

II. **Corporate Ownership Statement**, if applicable pursuant to Local Rule 7003-1(A)(2)

Corporate plaintiffs in adversary proceedings must utilize the local form Adversary Cover Sheet to indicate whether there are any entities to report pursuant to Bankruptcy Rule 7007.1. If the cover sheet reflects that there are none, no further statement need be filed. If there are entities to report, the original statement must be filed with the adversary complaint.

STEP 1 Select **Adversary** from the main menu.

STEP 2 The **Adversary Events** screen will display. Click **Other**.

STEP 3 The **Case Number** screen will display.

Enter the complete case number. This field will default to the last case number entered by the registered user. Examples of the case number format are provided by the system. Click **Next**.

STEP 4 The **Miscellaneous** screen will display. Select **Corporate Ownership Statement**. Use the drop down list to highlight the selection, or click on the “c” key repeatedly until the selection appears. Click **Next**.

STEP 5 The **Select Party** screen will display. Select the plaintiff filing this document. Click **Next**.

STEP 6 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Procedures
	Section 2 Case Opening: Adversary Cases

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

CRITICAL ISSUE - The image MUST be viewed before attaching it to ensure that it is the correct document.

STEP 7 Click **Next** at the following confirmation screen.

STEP 8 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.

Docket Text: Final Text

Corporate Ownership Statement Filed by Plaintiff XYZ Corp.. (Cradic, Cam)

STEP 9 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Procedures
	Section 2 Case Opening: Adversary Cases

III. Affidavit to Defer Filing Fee, if applicable

If a trustee is filing a separate Affidavit to Defer Filing Fees, it must be filed immediately after filing the adversary complaint.

STEP 1 Select **Adversary** from the main menu.

STEP 2 The **Adversary Events** screen will display. Click **Other**.

STEP 3 The **Case number** screen will display.

Enter the **adversary case number**. This field will default to the last number entered by the registered user. Click **Next**.

STEP 4 The **Miscellaneous** screen will display. Use the drop down list to highlight **Affidavit to Defer Filing Fee (Complaint) [Trustee]** or click on "a" repeatedly until the selection appears.

◆ Do not use the general "Affidavit" code. Click **Next**.

STEP 5 The **Select the Party** screen will display. Select the party filer, which is the plaintiff trustee.

◆ If the attorney filing this affidavit on behalf of the trustee was not entered when the complaint was opened, a check box will appear to establish an association between the trustee and the attorney. Leave the check box blank if an association is not desired.

STEP 6 The **PDF Document Selection** screen will display.

◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.

◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Procedures
	Section 2 Case Opening: Adversary Cases

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

CRITICAL ISSUE - The image must be viewed before attaching it to ensure that it is the correct document.

STEP 7 **Verify the identity of the case** screen will display. Click **Next**.

STEP 8 The **Docket Text Final Text** screen will display. This is the screen that commits this transaction. Click **Next**.

Docket Text: Final Text Trustee's Affidavit to Defer Complaint Filing Fee. Filed by Plaintiff John Anyname. (Cradic, Cam)
--

STEP 9 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.